

## Terms, Conditions and Useful Information for 2017-2018

Please keep this information safe as it contains everything required for the safe and successful running of the fair.

### Booking

Any booking is considered provisional until confirmed by Gravesend Borough Council/FMN Vintage.

Please return your booking form to [fmnvintage@hotmail.com](mailto:fmnvintage@hotmail.com) or by post to 65 High Street, Gravesend, Kent, DA110BB

### Cost of Stalls

Single inside pitch 6x3ft (table/stall supplied) - £35

(£5 extra for own clothes rail)

(please ask if electricity required)

Outside pitch – £28 bring own gazebo and table as required

Please note that chairs are not provided at venue

### Payment

Please note that your stall is not confirmed until full payment is received.

Payment can be made by Bank Transfer or cheque.

### Bank Details

Sort Code: 20-54-25

Account number: 83163776

**(please add your Company/Name as reference)**

Cheque – Make payable to Sarah Cheshire and posted to the address above.

Receipt of payment will be deemed to be your acceptance of these terms and conditions.

### Public Liability Insurance

Please send a copy of your Public Liability Insurance with your application. Stallholders will be held liable for any accident, injury or breakage that occurs as a result of your stall or products.

### Set Up and Clear Down

You will be notified before the fair of the times for arrival and information on unloading your goods.

### Electricity and Electrical Equipment

There are a limited number of electrical points at the venue and we will, where possible, accommodate your request for electricity. All electrical equipment used must be PAT tested. Proof of PAT testing must be made available on request.

### Removal of Rubbish

All stall holders are responsible for the removal of any rubbish, boxes or personal belongings at the end of the fair.

### Allocation of spaces

Spaces will be allocated upon arrival. You will be sent a floor plan if you have any specific requirement, please let us know on booking and we will do our best to accommodate your requirements, however, we cannot guarantee we will be able to accommodate you.

### Cancellation

If in the very unlikely event that the fair is cancelled, a full refund will be given.

Gravesend Borough Council and Forget Me Not Vintage reserve the right **not** to accept bookings for any reason and to reallocate space not paid in full by the due date.

### Car Parking

There is a free car park at the venue and other Council car parks nearby.

**GRAVESEND VINTAGE FAIR**  
**Gravesend Indoor Market**  
**Sunday \_\_\_\_\_**  
**10am - 4pm**

*Hosted by Forget Me Not Vintage*

<b>Company Name: (if appropriate)</b>	
<b>Contact Name:</b>	
<b>Address:</b>	<p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode: .....</p>
<b>Contact Tel. No:</b>	
<b>Email:</b>	
<b>Facebook:</b>	
<b>Website:</b>	
<b>Full description of your Vintage products (please attach photos if available)</b>	

**STEP UP**

**No. of Tables Required:**   
**Rails Required:** Yes/No  
 If yes, no. required   
**Electricity Required:** Yes/No

